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19 JUL 1963

MEMORANDUM FOR: Director of Personnel

SUBJECT

: Staffing Complement Changes

1. Last June the Comptroller surveyed the finance activity in the Central Processing Branch and concluded that the volume of work necessitated the addition of a fourth finance technician. Sinds that time the workload has increased even more, especially din the invitee travel area where sizeable numbers of applicants For Employment are approved a cash payment to cover their travel and related expenses.

2. I recommend the immediate establishment of one additional Finance Processing Assistant, GS-0501.06-09, by Increasing the planned incumbancy of position number 0117 from 2 to 3, service designation SF. I propose the deletion of Benefits and Counseling Branch position number 0617, Clerk-Typist, GS-9322.01-04, so as to keep the total number of positions authorized this Division at its current level.

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Chief, Benefits and Services Division

Approved:

/s/ Remott D. Echols

2 6 JUL 1963

Emmett D. Echols Director of Personnel Date

Distribution:

0 & 1 - Addressee

1 - C/CPB

1 - C/BCB

- Comptroller

- Finance Divisio

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